

R.A.S. Copy

Meetings  
Filing Cabinets  
3-3-2-a

GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE  
WASHINGTON, D. C. 20408

January 28, 1965

MEMORANDUM

TO: AGENCY RECORDS MANAGEMENT OFFICERS

1/28/61  
Mr. Will attend this  
Confermed  
VTP/PA/4  
A special meeting at which the White House moratorium on purchase of filing cabinets will be discussed is scheduled as follows:

DATE: Tuesday, February 2, 1965

TIME: 9:30 a.m.

PLACE: National Archives Building, Room 105

In addition to discussing GSA procedures for processing agency requests for filing cabinets we plan to cover methods which can be applied by agencies to meet its filing cabinet needs.

This special meeting does not supplant the one scheduled at the Library of Medicine, HEW, on February 10.

Please plan to attend or send an alternate who can speak for you.

*Herbert E. Angel*

Herbert E. Angel  
Assistant Archivist for  
Federal Records Centers